

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER 1002814	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>Environmental Protection Specialist Series, GS-0028, TS-133, March 1995:</i>					
b. Title		c. Pay Plan	d. Series	e. Grade	f. C.L.C.
Official Allocation					
4. Supervisor's Recommendation Environmental Protection Specialist		GS	0028	14	<i>[Signature]</i>
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Stephanie Von Feck		
7. ORGANIZATION (Give complete organizational breakdown)			c. Sustainable Communities and Infrastructure Branch		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of Water			g.		
c. Office of Wastewater Management			h. Employing Office Location		
d. Water Infrastructure Division			i. Organization Code JABB0000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Raffael Stein for SCIB Branch Chief			d. Typed Name and Title of Second-Level Supervisor Raffael E. Stein, Director, WID		
b. Signature <i>[Signature]</i>		c. Date 6/10/16	e. Signature <i>[Signature]</i>		f. Date 6/10/16
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Executive		f. Functional Classification Code 00	
g. Bargaining Unit Code 1043		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( ___ % of time) <input type="checkbox"/> This position is subject to random drug testing ( ___ )		i. Classifier's Signature <i>[Signature]</i>	
				j. Date 05/04/16	
11. REMARKS					

**ENVIRONMENTAL PROTECTION SPECIALIST**  
**GS-0028-14**

**ORGANIZATIONAL CODE: JABB0000**

**INTRODUCTION:**

This position is located in the Office of Water (OW), Office of Wastewater Management (OWM), Water Infrastructure Division (WID), Sustainable Communities and Infrastructure Branch (SCIB). The Water Infrastructure Division supports the Clean Water Act by promoting effective and responsible water use, treatment, disposal and management. Responsibilities include: providing national policy direction, management and oversight for a variety of water infrastructure financing programs including the Clean Water State Revolving Fund, Water Infrastructure Finance and Innovation Act Program, and targeted funding programs for tribes, US territories and DC, and communities along the US-Mexico Border; promoting efficient water use through the WaterSense program; promoting sustainable water and wastewater infrastructure for communities through the Sustainable and Effective Water Utilities program and the Water Infrastructure and Resiliency Finance Center; developing and disseminating technical information and assistance on community water resource management through the Sustainable Communities partnership with USDA and the Environmental Finance Center network; and promoting partnership programs such as the Partnership for Sustainable Communities that leverage resources and promote innovative tools and training. The Division provides technical guidance, assistance, training and other information necessary for the cost-effective and sustainable management of community water resources.

This position is established for an Environmental Protection Specialist in the Sustainable Communities and Infrastructure Branch. The Branch is responsible for (1) providing national policy, guidance and oversight for targeted infrastructure funding programs for tribes, US territories and DC, and communities along the US-Mexico Border, (2) developing, implementing, supporting and monitoring research and development activities for municipal wastewater treatment, in conjunction with internal and external stakeholders and (3) working with utilities, associations and other Federal agencies to promote sustainable and effective utility management principles that improve how utilities are managed. Technical areas encompass technologies that address infiltration/inflow correction, biosolids and toxics management, industrial pretreatment, secondary treatment, advanced and tertiary treatment, wet weather management and treatment, and energy management.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Ensures that the grant programs provide annual and stimulus funding according to all Federal requirements as well as contribute to the goals of the organization. Communicates effectively with colleagues, supervisor, agency leaders and key stakeholders including EPA regional officials and outside organizations such as federal, state, tribal, and local partners and non-government organizations. Accountable for projects collaborating with the supervisor and colleagues to complete projects, identifying challenges and actionable events, setting milestones, and ensures the completion of work by agreed upon deadlines. Accountable for monitoring and

reporting on the status and progress of work; proposing budgets; preparing reports and records of work accomplishments and administrative information; and coordinates the preparation, presentation and communications of work-related information to Agency leadership and key stakeholders and partners.

Applies expert knowledge of environmental regulations, policies and/or laws that affect the program. Processes voluminous information from a variety of viewpoints to synthesize, process and analyze policy options and make policy recommendations. The incumbent considers the larger budgetary and political environment along with administration priorities as part of the analysis and formulation of any policy recommendations.

Responsible for continually anticipating national policy issues, acting on own initiative to apply state-of-the-art knowledge, tools and techniques to assist in the development of national policy on these issues and for synthesizing the policy analysis, with recommendations, into complete, usable briefings for decision makers. These analyses and recommendations made by the incumbent typically are completed with minimum supervision, under extremely short deadlines and significant political pressure without the benefit of established guidelines and precedents. Often the analysis made will require the incumbent to reduce voluminous and possibly conflicting written material into a concise policy analysis, including assessments of the influence of current and expected political environment within which the policy is expected to be implemented.

Develops and proposes strategies to increase efficiency and efficacy of the branch programs to support sustainable infrastructure production, operation and maintenance. Develops and implements outreach and implementation strategies to fully engage key partners and stakeholders in branch programs. Effectively administers grant and financial assistance programs to achieve program goals, use funds efficiently, and comply with all applicable regulations and policies.

Administers contracts, interoffice, or interagency agreements for assistance on special studies or program assessment. Responsible for providing guidance to the contractor and for maintaining a high degree of coordination between EPA and the contractor. Recognizes problem areas, and develops and implements corrective actions to facilitate statements, and keeps management fully informed of contract resources, and aware of program resource needs.

Supports Agency senior management including duties such as providing policy advice, preparing talking points, briefing papers, and other communications materials, developing program proposals and reports, and participating in conferences and workshops with EPA partners, other partners and key non-Agency stakeholders.

Performs other related duties as assigned.

### **FES FACTORS:**

#### **FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION - FL 1-8, 1550 Points**

Mastery of program concepts, principles, practices, methods and techniques to resolve novel or obscure problems; strategies for implementing and evaluating short term and long range strategic communication and marketing plans.

Mastery and authority in grant programs and agency grant implementation processes and related functions.

Expert knowledge of the Clean Water Act and related Federal, State, and local laws and regulations, agency and congressional processes for oversight, budgeting and policy-related meetings and investigations, and documentation and reporting requirements.

Ability to develop new approaches to guide other environmental specialists to solve a variety of technical problems and/or apply new, innovative, or experimental environmental protection theories, developments, or practices to problems or studies that are not well addressed by traditional approaches.

Knowledge of national and international focused organizations, national, state, tribal, and local government agencies that support infrastructure and economic development in small, rural, and underserved communities.

Ability to make decisions or recommendations to significantly change, interpret or develop national program policy and guidance, set priorities, evaluate and track regional and state performance and coordinate with investigators and auditors such as the Office of the Inspector General or the General Accounting Office in order to prevent waste, fraud, and mismanagement.

Skill in managing complex environmental projects while balancing competing issues.

Possess a knowledge of EPA's grant management policies and related agency processes and a working knowledge of OWM's Sustainable Infrastructure initiatives or other comparable community-based initiatives.

Comprehensive knowledge of management practices and procedures to resolve problems of major significance to agency environmental programs (e.g., developing and maintaining program and grants-related documentation to support program decisions and sufficiently document processes for internal and external program evaluations and investigations, developing agency guidelines governing environmental program operations, analyzing major programs and proposing legislation with respect to the agency's program goals and objectives.)

## **FACTOR 2 - SUPERVISORY CONTROLS - FL 2-5, 650 Points**

The supervisor provides guidance solely in the form of general legislative, mission, or policy directions and resource constraints. The specialist typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating, and implementing the work and resolving conflicts. Recommendations and decisions are accepted as technically sound even though final approval may depend on formal action by high-level management. The specialist has the highest degree of independence in seeking optimum

technical or policy solutions to problems in the light of current environmental developments. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

### **FACTOR 3 – GUIDELINES - FL 3-5, 650 Points**

Guidelines are basic legislation and/or broadly stated agency regulations and policy statements. At this level, the specialist is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and often serve as precedents for other specialists, or policy-makers within or outside the agency.

### **FACTOR 4 – COMPLEXITY - FL 4-5, 325 Points**

Assignments are of such breath, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between environmental and management requirements. The work requires originating innovative environmental techniques, establishing criteria and standards applicable to wide range of problems and conditions, or developing new concepts or approaches that advance the state-of-the-art.

### **FACTOR 5 - SCOPE AND EFFECT - FL 5-5, 325 Points**

The work includes the resolution of a broad range of critical or highly unusual problems, development of innovative approaches or guides, or the determination of the effectiveness and the validity of proposed or current policies and programs. The specialist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of environmental activities and broad policy issues.

### **FACTOR 6 - PERSONAL CONTACTS - FL 6-3, and**

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, national and international organizations, state and local government, private industry, academia, consumer advocacy groups, and in some cases the media and elected officials.

### **FACTOR 7 - PURPOSE OF CONTACTS - FL 7-c, 180 Points**

The purpose of contacts is to justify, defend, negotiate, or settle controversial, and far reaching matters through active participation in conferences, meetings or presentations.

### **FACTOR 8 -PHYSICAL DEMANDS - FL 8-1, 5 Points**

The work is primarily sedentary, although walking, bending, or lifting may be required during

field work.

**FACTOR 9 - WORK ENVIRONMENT – FL 9-1, 5 Points**

Work is generally performed in an office setting although some field visits may be necessary.

**TOTAL POINTS – 3690**

**3605 – 4050 = GS-14**

**POSITION CLASSIFICATION  
EVALUATION STATEMENT**

**I. INTRODUCTION:**

- A. Organizational Location:** OW; OWM; WID; SCIB
- B. Type of Action:** Classification/SCIB Reorg - (vonFeck)
- C. Proposed Classification:** Environmental Protection Specialist, GS-0028-14
- D. Desk Audit/Supervisory Interview Conducted?** None

**II. REFERENCES:** (a.) Environmental Protection Specialist Series, GS-0028, TS-133, dated March 1995; (b)

**III. SERIES/TITLE DETERMINATION:** Subject position is engaged in advising on, managing, supervising or performing administrative or program work relating to environmental protection programs (e.g., programs to protect or improve environmental quality, control pollution, remedy environmental damage, or ensure compliance with environmental laws and regulations). Although this position is not a professional and/or scientific position, the position, however, requires a specialized knowledge of the principles and methods of administering an environmental protection program; and, the laws and regulations related to environmental protection activities which includes coordinating daily work assignments with professional positions. Therefore, the duties and responsibilities associated with the above description closely match subject position description of record and, the GS-0028 series, and, thus, allocated for nonsupervisory positions the OPM prescribed title: Environmental Protection Specialist, GS-0028.

**IV. GRADE LEVEL DETERMINATION:** The grade analysis for these duties and responsibilities were based on applying Reference (a/b) as follows:

<b>FACTOR</b>	<b>FACTOR LEVEL</b>	<b>FACTOR LEVEL POINTS</b>	<b>COMMENTS</b>
<b>1. Knowledge Required By the Position</b>	1-8	1250	Exceeds Level 1-7, in addition to Level 1-6, this level requires knowledge of program principles and procedures applicable to a wide range of duties in one or more program and/or functional areas, and a high level of skill in applying this knowledge in solving complex problems involving diverse aspects of environmental protection. Seemingly close but the incumbent operates at a much higher level of knowledge requirements as depicted at the next level.

			<p>Meets Level 1-8, the highest level, as the incumbent is considered an expert analyst and as senior advisor on environmental programmatic issues and mastered the application of a wide range of methods for the assessment and improvement of assigned program coupled with applying expert knowledge of the pertinent Agency and Federal laws, regulations, and policies affecting all aspects of the assigned work situations.</p> <p>Meets Level 1-8.</p>
<b>2. Supervisory Controls</b>	2-5	650	<p>Exceeds Level 2-4, in that the supervisor in concern with the incumbent sets the overall assignment objectives and resources for the program and the incumbent keeps the supervisor informed closely on issues and problems on a daily basis.</p> <p>Meets Level 2-5, the highest level, as the standard requires the supervisor to make assignments in terms of broadly defined missions or functions and provides only administrative and policy direction. The incumbent works independently on assigned projects. Findings and recommendations are normally accepted without change.</p> <p>Meets Level 2-5.</p>
<b>3. Guidelines</b>	3-5	650	<p>Exceeds Level 3-4, in which this level only deals with administrative policies and precedents, laws, regional or area directives, and agency regulations and technical references are usually applicable, but are stated in general terms. Guidelines requires Federal laws and regulations in which the incumbent is expected to be thoroughly familiar with, as well as, conversant on by in-depth interpretation and application in order to assist team members and/or higher level managers, as necessary. The guidelines of the incumbent are not general in nature.</p> <p>Meets Level 3-5, the highest level, in which the guidelines consist of broadly stated/nonspecific administrative policy statements, statutes, court decisions, etc., and, that require extensive interpretation. Guidelines by the incumbent require resourcefulness and perception based on</p>



			<p>requirements above the administrative level interpretation and application but requirements which encompasses such aspects as, resolution, innovation, and intensified judgment while working with contacts.</p> <p>Meets Level 3-5.</p>
<b>4. Complexity</b>	4-5	325	<p>Exceeds Level 4-4, as the work involves full responsibility for well-established aspects of one or more programs and/or functional areas and includes a wide variety of duties involving diverse and complex technical and/or program or administrative problems and considerations and decisions regarding what needs to be done depend on the assessment of unusual facts or conditions.</p> <p>Meets Level 4-5, the highest level, as the standard typically describes Level 4-5 as follows, projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs such as those under SCIB.</p> <p>Meets Level 4-5.</p>
<b>5. Scope and Effect</b>	5-5	325	<p>Exceeds Level 5-4, because the purpose focuses on work in planning and carrying out a variety of important projects or program activities. Meets Level 5-5, the highest level, as the purpose of the work is to analyze and evaluate major administrative aspects of substantive, mission-oriented programs. The incumbent's purpose is to lead or manage activities and, to process, plan, develop and carry out key program services and provide direction in formulating program processing objectives, plans, policies and standards in environmental protection.</p> <p>Meets Level 5-5.</p>
<b>6. Personal Contacts AND</b>	6-3		<p>Exceeds Level 6-2 Employees, supervisors, and managers of the same agency, but outside of the immediate office, or employees and representatives of private concerns in a moderately structured setting.</p> <p>Meets Level 6-3, the highest level, in which contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately</p>

			unstructured setting as such contacts are representative of this level in the standard. Meets Level 6-3.
<b>7. Purpose of Contacts</b>	7-c	180	Exceeds Level 7-b in which contacts are of a structured setting directly in contact with immediate office and agency staff. Meets Level 7-c, the highest level, in which the purpose is to influence or persuade managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. The incumbent may provide advice and counsel on sensitive and controversial matters. Meets Level 7-c.
<b>8. Physical Demands</b>	8-1	5	Meets Level 8-1, in which the work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or some traveling. Falls short of Level 8-2 in which the standard states, "The position requires regular and recurring physical exertion". Meets Level 8-1.
<b>9. Work Environment</b>	9-1	5	Meets Level 9-1 as the work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The incumbents work is generally performed in an office setting that is adequately lighted and climate controlled with some travel involved. Falls short of 9-2 in which the standard states, "The work involves regular and recurring exposure to moderate risks or discomforts". Meets Level 9-1.
<b>TOTAL POINTS</b>		3690 Points	

## V. SUMMARY:

**A. Conversion and Final Determination:** A total of 3690 points fall within the range of 3605 - 4050 which equates to GS-14. This position is properly classified as Environmental Protection Specialist, GS-0028-14.

**B. FLSA Determination:** Position is determined to be an administrative position exempt from FLSA in accordance with 5 CFR 551.203(b).

**C. Functional Code:** N/A

**D. Drug Testing Required?** Information not provided.

**E. Financial Disclosure Required?** Information not provided.

Vernice Ford  
Contractor Classifier  
FPMI Solutions, Inc.  
Date: 05/024/2016

A handwritten signature in black ink, appearing to read "M. Rodriguez", with a stylized flourish at the end.

## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Stephanie Von Feck</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number _____	<input checked="" type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Environmental Protection Specialist</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>0028/14</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>OWM/WID/SCB JABB0000</u>	

**When this checklist is used as an amendment to a position description, the following signatures are required:**

Supervisor's Signature <u>[Signature]</u>	Date <u>6/13/16</u>
Personnel Specialist's _____	Date _____

### Part 1. Contracts Management Duties

#### Pre-award:

- ☐ Plans Procurements
- ☒ Estimates Costs
- ☒ Obtains funding commitments
- ☒ Prepares procurement requests
- ☒ Writes statements of work
- ☒ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (lists) \_\_\_\_\_

#### Post-award:

- ☐ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☒ Monitors government-furnished property
- ☒ Monitors cost, management, and overall technical performance of contract after award

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☐ Approves payment requests of ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☒ Inspects and accepts deliverables
- ☐ Other (list) \_\_\_\_\_

#### Close-out:

- ☒ Writes reports on contractor performance, costs, and tasks performed
- ☒ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list) \_\_\_\_\_

**Percentage of Time Spent on Contracts Management**

10 %

Continued

**Part 2. Grants/Cooperative Agreements Duties****Pre-application/Application:**

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

**Award:**

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

**Project Management/Administration:**

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

☐ Advises Grants Management Office of potential problems/issues☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions☐ Approves payments requests or ACH drawdowns☐ Reviews requests for modifications, additional funding, etc. and makes recommendations to☐ Grants Management Office☐ Negotiates amendments☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)☐ When necessary, recommends termination of the agreement☐ Resolves with Grants Management Office administrative and financial issues☐ Conducts periodic reviews to ensure compliance with agreement☐ Other (list)**Close-out:**☐ Certifies deliverables were satisfactory and timely☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out☐ Reconciles payment with work performed☐ Notifies recipient of close-out requirements☐ Obtains legal assistance if necessary to resolve incomplete close-out☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations☐ Other (list)**Percentage of Time Spent on Grants/Cooperative Agreements Management**

2 %

**Part 3. Interagency Agreements Duties****Pre-Agreement:**

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

☐ Monitors cost management and overall technical performance☐ Participates in decisions about project modification/termination☐ Conducts periodic review of Superfund State☐ Contracts payments receipts (Superfund only)☐ Inspects and accepts deliverables☐ Other (list)**Close-out:**☐ Reviews final report☐ Decides on disbursement of equipment☐ Reconciles payments with work performed☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)☐ Certifies deliverables☐ Resolves close-out issues with Grants Management Office/other agency☐ Other (list)**Project Management/Administration:**

- ☐ Reviews progress reports/financial reports

**Percentage of Time Spent on Interagency Agreements Management:**

2 %



United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## Position Risk Designation Checklist

AAship/Region: OW/OWM Type of Action: Reassignment SF 52 Request No.: \_\_\_\_\_

Position Title/Series/Grade: Environmental Protection Specialist/0028/14

Full Performance Level (FPL) of Position: 14  
(Risk designation is based on FPL)

Functional Title (if applicable): \_\_\_\_\_  
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: BV23A0001 (Your Service Agreement Account Owner can help you with this.) Please Note: This SF 52 action will not be processed unless the service agreement number is provided.

**DIRECTIONS:** Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No  
What is the name of the incumbent of the above position? \_\_\_\_\_  
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No  
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- |   |   |
|---|---|
| <input type="checkbox"/> Attorney—Moderate  | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate                     |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High  |
| <input type="checkbox"/> Contract Project Officer—Moderate                          | <input type="checkbox"/> IT Specialist (Network Services)—High                                |
| <input type="checkbox"/> Contract Specialist—Moderate                               | <input type="checkbox"/> IT Specialist (Operating System)—High                                |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High     | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate                         |
| <input type="checkbox"/> Deputy Division or Division Director—High                  | <input type="checkbox"/> IT Specialist (Security)—High  |
| <input type="checkbox"/> Financial Specialist/Accountant/Budget Analyst—Moderate    | <input type="checkbox"/> IT Specialist (System Administrator)—High                            |
| <input type="checkbox"/> Grants Project Officer—Moderate                            | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate                            |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low                    | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High                |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate               | <input type="checkbox"/> Permit Writer—Moderate   |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate                          | <input type="checkbox"/> Public Affairs Specialist/Community Involvement Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low                         | <input type="checkbox"/> QA Scientist—Moderate  |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate                             | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate                              |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate                        | <input type="checkbox"/> Remedial Project Manager—Moderate                                    |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate                          | <input type="checkbox"/> Site Assessment Manager—Moderate                                     |
| <input type="checkbox"/> HR Specialist (Training)—Low                               | <input type="checkbox"/> Support Services Specialist—Moderate                                 |
| <input type="checkbox"/> Inspector—Moderate   | <input type="checkbox"/> Toxicologist—Moderate  |
| <input type="checkbox"/> IT Specialist (Application Software)—High                  |   |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate                  | <input type="checkbox"/> OIG Employee (all grades, all positions)—High                        |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate                   | <input type="checkbox"/> Other Known High-Risk Position—High                                  |
|   | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High                             |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

SF 52 Request #: \_\_\_\_\_

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☒ Yes ☐ No (If "Yes," check all that apply.)
- |  |   |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information  |
| <input type="checkbox"/> Proprietary information           | <input type="checkbox"/> Personally identifiable information (e.g., address)                                  |
| <input type="checkbox"/> Audits (e.g., financial reviews)  | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth)             |
| <input type="checkbox"/> Investigations (e.g., CID)        | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☐ Regional ☒ National ☐ Global
6. The impact/potential harm this position could cause would be: ☐ Internal to EPA ☒ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No  
What materials are involved? \_\_\_\_\_
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):  
☐ Yes ☒ No Describe: \_\_\_\_\_
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☒ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☒ No  
What actions? \_\_\_\_\_  
What amount of funding typically? \_\_\_\_\_ What is the ceiling? \_\_\_\_\_
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- |  |  |
|--|--|
| <b>Communicates with:</b>  | <b>Communication methods:</b>  |
| <input checked="" type="checkbox"/> EPA personnel  | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA   | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars   |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website  |
|  | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters                                      |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☒ No  
What systems/programs are involved? \_\_\_\_\_
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☒ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No  
(Note: Relates to investigating and auditing, but not simply overseeing.)  
What personnel, programs, and/or activities are involved? \_\_\_\_\_
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No  
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No  
Describe: \_\_\_\_\_

Raffael Stein

Name (Please Print)

for Chief, SCIB

Title

  
Signature

6/13/16  
Date